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The Mississippi Southern College

BULLETIN

Department of Extension

CLASS INSTRUCTION
CORRESPONDENCE STUDY

HATTIESBURG, MISSISSIPPI
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OFFICERS OF ADMINISTRATION

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Ralph Hays ..... Financial Secretary
Miss Mary Pulley, B.S. ..... Registrar

EXTENSION OFFERINGS

The offerings of the Division of Extension are of two general types as follows:

A. Extension work by class instruction in which the teacher meets the classes at some study center provided by the class.

B. Extension work by correspondence in which the student works out written assignments which are sent by mail to the instructor and graded by him and returned to the student.

The work of the Extension Department is organized to conform to the regulations of the Southern Association of Colleges and Secondary School and the regulations of the National Extension Association of Teachers Colleges.

EXTENSION CLASS STUDY

1. Mississippi Southern College is anxious to serve the Teachers of Mississippi through the extension classes. Arrangements have been made to offer by extension any course included in the regular college schedule on condition that satisfactory library and laboratory facilities are available. In the Departments of Health, English, Education, Psychology, History and Social Science, it is possible to offer a number of courses without special library arrangements other than those available through the College. Those interested in arranging for extension classes in centers convenient for them should write the Director of Extension.

2. Any person qualified to profit by an extension course may be admitted to the classes for non-credit study. However, those who expect college credit for a course must meet regular admission requirements. Students will not be permitted to do extension work during regular attendance at any college.

3. Extension classes spend the same number of hours in recitation as are required for the same course taken in residence. No extension class may meet for more than sixteen hours in one week, or four hours in one day. No extension course may continue after the opening of the second term of the spring quarter.

CORRESPONDENCE STUDY

GENERAL REGULATIONS

1. The matriculation fee for a correspondence course is $2.50 per quarter hour. Thus, the fee for a four-hour course is ten dollars and for a two-hour course five dollars.

2. Fees **are not returnable after lesson assignments have gone out of the correspondence office.**

3. If credit is desired, the student must meet the usual college entrance requirements and the course prerequisites. Only those courses numbered below one hundred are open to students of freshmen or sophomore rank.

4. No more than forty-eight hours earned in extension may be counted toward a degree from Mississippi Southern College. No more than twenty-hours (of the forty-eight hours) earned by correspondence study may be counted toward a degree.

5. Students seeking enrollment for correspondence study courses are required to fill out an application blank for each course desired.

6. Text books are ordered by the student from the publishers whose names and addresses are listed on the first assignment sheet.

7. The maximum time for the completion of a four-hour course (twenty-four lessons) is one year from the date of acceptance of the application. For reasons considered adequate by the Extension Division this time may be extended one year upon the payment of a fee of $3.00. Applications for extension of time should be accompanied by the fee for such extension. No such application can be considered unless received within sixty days of the date of expiration of the course.

8. No student will be permitted to rush through a correspondence course for aany reason.

9. The minimum time for the completion of a course is four weeks from the date of beginning work, provided assignments are sent in two or three at a time at regular intervals proportionately spaced over the minimum time.

THE MISSISSIPPI SOUTHERN COLLEGE

DEPARTMENT OF EXTENSION

Hattiesburg, Miss.

Date_____

APPLICATION FOR CORRESPONDENCE STUDY

1. Your name_____ Date of Birth_____
2. Mailing address_____ County_____
   Permanent home address_____ County_____
3. Name of course you desire_____
   Number_____ Credit Hours _____
4. Were you ever registered in M. S. C.?_____ Years_____ Credits_____
5. Did you ever attend M. S. C. Summer School?_____ If so, what year?_____
6. Have you taken correspondence work at M. S. C.?_____
   If so, when?_____ What courses_____
7. Under what name were you registered?_____
8. Are you a H. S. graduate?_____ If so, when?_____
   What school _____
9. Are your high school units filed at our Records Office?_____
10. Have you any college credits?_____ If so, how many?_____
    What college? _____
11. For what certificate or degree are you working?_____
12. What course or courses have you had which you think may serve as prerequisites to the courses you here request?_____
13. Are you NOW taking work with ANY other college?_____
    If so, what work?_____ What college?_____
14. Have you ever taught school?_____ What years?_____
    Grades or subjects? _____
15. Are you now teaching?_____ If so, what school?_____
    What grades or subjects? _____
16. Amount herewith enclosed for fee ($_____). Sent by check or Money Order.

Please give names of others who may be interested in correspondence or class extension work:

Name _____
Address_____
Name _____
Address_____
Name _____
Address_____
Name _____
Address_____

NOTE: 1—Duplicates of this blank will be sent upon request.
2—Fees are not returnable after lesson assignments have gone out of the correspondence office.

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10. No work may be done by correspondence while a student is in attendance at any institution of learning unless he has written permission of the dean of his college.

11. A student should not enroll for more than one course at a time.

12. As the lessons are completed, the student mails or brings them to the Extension Division for correction by the instructor.

13. No credit will be allowed on a course which is completed in less than the minimum time of four weeks, exclusive of the time the student may be engaged in residence work at any institution.

14. Credit will not be allowed when there is evidence that unfair assistance has been obtained either on the lessons or the final examination.

15. The Correspondence Department is not responsible for lessons lost in the mail due to insufficient postage, or otherwise.

16. Teachers in service will not be allowed to complete more than eight quarter hours per quarter. Correspondence work and Extension cannot be taken at the same time.

RULES FOR PREPARATION OF ASSIGNMENTS

1. Use 8½x11" paper of light weight, (regular notebook or typing paper). Envelopes addressed to the Division of Extension are sent with the outline of the course. The lessons must be mailed in these envelopes, one or two assignments to an envelope.

2. In preparing the recitation, observe carefully the following rules:

   a. Write on one side of the paper only.

   b. Write with ink or use typewriter.

   c. Leave a margin of two inches or more on the left side of the paper. (This space is for the instructor's comments, corrections, etc.)

3. Write your name and address, the name of the course, and number of the recitation paper at the top of the first page of each lesson.

4. The recitation paper must contain only the lesson; all business and other communications must be written on a separate sheet, and mailed in a separate envelope. We are not responsible for any delay caused by letters being enclosed in assignments.

MAILING OF LESSONS

1. In the upper left-hand corner of the envelope addressed "DIVISION OF EXTENSION", in which the recitation paper is enclosed, **write your full name and address.**

2. In the lower left-hand corner of the envelope, write the name of the course and number of the assignment.

3. Have your lessons weighed before mailing; be sure there is enough postage on them. When the postage is insufficient, the lessons will not be accepted by the Extension Office until full postage has been paid.

EXAMINATION INSTRUCTIONS

1. Final grades and credit or correspondence study courses depend on the examination. The lesson assignments are intended to assist the student in preparation for the examination.

2. Upon completion of the assignments the student must immediately take up with the Extension Office arrangements for the examination.

3. Final examinations are held either by regular instructors of Mississippi Southern College, instructors in other institutions of higher learning, county superintendents or high school superintendents selected by the student and approved by the Director of Correspondence. **A student may defer examination on a completed course until he enters the College for residence work, in which case the examination must be taken within one week after the student registers.**

4. A student may not spend more than three hours on the examination.

5. Before beginning the examination, all books and papers must be removed from the desk except the examination papers.

6. It is preferable for the student to use ink when taking an examination.

7. Students who are, for any reason, permitted to take a second examination on a subject, are charged a special fee of one dollar.

COURSES OFFERED BY CORRESPONDENCE

Commerce

130 Salesmanship and Advertising, Rogers

Education

101 Arithmetic in the Elementary Grades (Old 71 and 85), Jones
107 Teaching of Reading and English in Primary Grades, Jones
109 Teaching of Reading and English in the Upper Elementary Grades, Jones
113 Principles of High School Teaching, Weathersby
169 Tests and Measurements, Weathersby
√169 Tests and Measurements, Weathersby

English

√**26 English Composition, Hickman
√**27 English Composition, Hickman
√76 English Literature, Hickman
√80 American Literature, Hickman
√124 Shakespeare, Hickman
125 The Romantic Poets, Hickman

Fine Arts

140 Art Appreciation, D'Olive

Geography

√118 Commercial and Economic Geography of South America, Mexico, and the Caribbean Countries, Bolton
√110 Commercial and Economic Geography of North America (Old 70), Bolton
√135 The Principles of Human Geography, Bolton
√138 Commercial and Economic Geography of Europe, Bolton
√145 World Trade, Bolton

Health

27 School of Community Hygiene, Schwartz.
79 The Hygiene of the School Child, Schwartz
115 Means and Methods of Teaching Health, Schwartz
√125 Personal Hygiene and Home Sanitation, Schwartz

History

√27 Survey of Civilization from 1450-1789, Fowler
√28 Survey of Civilization since 1789, Fowler
√61 American History to 1789, Jackson
√62 American History, 1789-1865, Jackson
√63 American History since 1865, Jackson
√110 The Middle Ages, Fowler
129 Recent American Foreign Relations, McLemore
√140 Civil War, McLemore
√142 Recent American History, McLemore
√177 Recent European History, McLemore
√185 History of the Old South, McLemore

Mathematics

√31 College Algebra, Dearman
√32 College Algebra, Dearman
√35 Plane Trigonometry, Dearman
√75 Analytic Geometry, Dearman
√76 Analytic Geometry (this is a continuation of 75), Dearman
131 The Teaching of High School Mathematics, Dearman
138 The History of Mathematics, Dearman

Physical Education

*33 Theory and Principles of Physical Education, Bingham
181 Corrective and Remedial Measures, Bingham

Psychology

√65 Elementary Psychology, Freeny
116 Child Psychology, Freeny
119 Educational Psychology for High School Teachers, Freeny

Social Science

√25 American Government, Jackson
√55 Principles of Economics, Wilkinson
√75 Rural Sociology, Wilkinson
√106 American Political Parties, Fowler
√130 State and Local Government, Jackson
√175 Advanced Principles of Sociology, Wilkinson

NOTE: Courses with one asterisk (*) are two-hour courses; those with two asterisks (**) are three-hour courses. Others are four-hour courses. For detailed information about courses, write for a general catalogue.

NOTE: Courses checked are those offered to men in service, and approved by United States War Department.